



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Class Specification for Community Development Director

**MEETING DATE:** October 18, 1995

**SUBMITTED BY:** Personnel Director

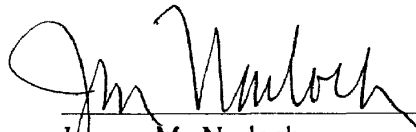
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**RECOMMENDED ACTION:** That the City Council approve the class specification for Community Development Director.

**BACKGROUND INFORMATION:** This class specification has been developed for the recruitment of Community Development Director. There is no recommended change in the current salary range for the position.

**FUNDING:** None.

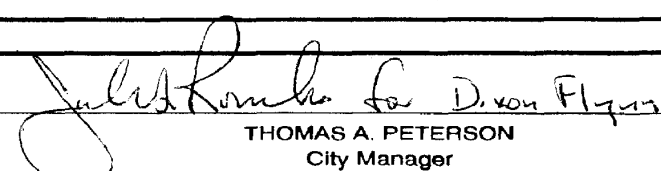
Respectfully submitted,

  
Joanne M. Narloch  
Personnel Director

JMN/kt

Attachment

APPROVED: \_\_\_\_\_

  
THOMAS A. PETERSON  
City Manager



recycled paper

RESOLUTION NO. 95-136

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REVISED CLASS SPECIFICATION  
FOR COMMUNITY DEVELOPMENT DIRECTOR

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BE IT RESOLVED, that the Lodi City Council does hereby approve the revised class specification for the Community Development Director, as shown on Exhibit A, attached hereto.

Dated: October 18, 1995

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I hereby certify that Resolution No. 95-136 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 18, 1995, by the following vote:

AYES: COUNCIL MEMBERS - Davenport, Pennino, Sieglock, Warner  
and Mann (Mayor)

NOES: COUNCIL MEMBERS - None

ABSENT: COUNCIL MEMBERS - None

ABSTAIN: COUNCIL MEMBERS - None

  
JENNIFER M. PERRIN  
City Clerk

**COMMUNITY DEVELOPMENT DIRECTOR**

**DEFINITION:**

Under administrative direction, manages, plans, organizes, coordinates, and directs the planning, code enforcement, building, and development review functions of the City. Responsible for two citizen commissions and maintaining effective public relations; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This single position class has department head level responsibility for overall policy development, program planning, fiscal management, administration and operation of the ~~Development Services~~, Code Enforcement, Building Inspection and Planning divisions. The incumbent is responsible for accomplishing departmental goals and objectives, supervising staff, administering the annual budget, and directing the day-to-day operations and activities of the Community Development department. Assignments allow for a high degree of administrative independence in their execution.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Community Development Department; prepares and administers the department's budget.
- Works closely with the City Manager, City Council, other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to the Community Development function; advises the City Manager and City Council on related issues and programs.
- Prepares and recommends long-range plans for City services and programs; develops specific proposals for action on current and future City Community Development needs.
- Makes final interpretations of City regulations and various ordinances, codes, and applicable laws to ensure compliance.
- Represents the City and works closely with citizen boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations for City management or outside agencies.
- Coordinates efforts with Housing Authority, County Airport Land Use Commission and other public agencies.

EXAMPLE OF DUTIES (Cont'd)

Directs the development of management systems, procedures, and standards for program evaluation.  
Monitors developments related to delegated service area; evaluates their impact on City operations and implements policy and procedure improvements.  
Is responsible for advice, maintenance, and recommendations related to urban development and the City's General Plan.

MINIMUM QUALIFICATIONS:

Knowledge of:

Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.  
Principles, practices, and programs related to community and urban development.  
Applicable city, state, and federal law guidelines and standards affecting the administration of community development programs and projects.  
Principles and practices of budget development and administration.  
Funding sources impacting program and service development.  
Social, political, and environmental issues influencing program administration.  
Principles and practices of contract administration and evaluation.  
Principles and practices of business computer user applications.

Ability to:

Plan, organize, administer, and coordinate a variety of large and complex Community Development services, programs, and staff.  
Select, motivate, and evaluate staff and provide for their training and professional development.  
Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.  
Understand, interpret, explain, and apply complex city, state, and federal laws regulating community development programs and projects.  
Analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action.  
Prepare clear and concise reports, correspondence, and other written materials.  
Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff.  
Exercise sound independent judgment within general policy guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to graduation from a four year college or university with major coursework in business, public administration, urban planning, or a closely related field.

Experience:

Four years of supervisory or administrative experience in planning and community development which as included program planning, development, and administration. Experience in working with citizen organizations is desirable.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.